

**NEEDHAM PUBLIC SCHOOLS
1330 Highland Avenue
Needham, MA 02492**

January 2013

**REQUEST FOR PROPOSALS (RFP)
Town Bid 14SCH210G
TOWN OF NEEDHAM PUBLIC SCHOOLS**

Before School and After School Structured Program for Elementary Students

The Needham School Committee invites bidders to submit written sealed proposals for the provision of a **Before School and After School Structured Program for Elementary Students** for a three (3) year period, beginning July 1, 2014 through June 30, 2017. Request for proposal packages will be available at the Office of the Director of Financial Operations, 1330 Highland Avenue, Needham, MA 02492, or may be downloaded from <http://www.needhamma.gov/bids.aspx> beginning **January 10, 2014, at 8:00 AM**.

Written proposals may be submitted to the Director of Financial Operations, 1330 Highland Avenue, Needham, MA 02492 no later than **10:00 am, Friday February 14, 2014**, at which time and place they will be opened in the presence of one or more witnesses. LATE PROPOSALS will not be accepted. The Town reserves the right to reject any and all proposals as determined to be in the interests of the Town and to waive minor informalities.

Bids will be awarded by the Needham School Committee.

Dan Gutekanst
Superintendent of Schools
Town of Needham
Needham, Massachusetts

INDEX

I. Information & Instructions to Bidders	3
1. Questions	3
2. Downloading Bid Documents	3
3. Bid Acknowledgement	3
4. Bid Addenda	4
5. Pre-Bid Conference/Program Tour	4
II. Basis for Use of Competitive Sealed Proposals (RFP)	4
III. Introduction and Background	4
IV. Scope of Services & Quality Requirements	5
V. Selection Process	10
VI. Rule for Award/ Contract Issuance	11
VII. Submission Requirements	12

APPENDICES

Appendix A: Non-Price Proposal Form	14
Appendix B: Price Proposal Form	19
Appendix C: Certificates of Compliance with Massachusetts Tax Laws and Non-Collusion	21
Appendix D: Certificate of Corporate Vote	22
Appendix E: Lease Agreement Between Town and Contractor	23
Appendix F: Broadmeadow Floor Plan	28
Appendix G: Eliot Floor Plan	30
Appendix H: Hillside Floor	32
Appendix I: Mitchell Floor	33
Appendix J: Newman Floor Plan	34
Appendix K: Acknowledgement of Receipt Form	36

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TOWN OF NEEDHAM PUBLIC SCHOOLS
Before School and After School Structured Program for Elementary Students

I. GENERAL INFORMATION & INSTRUCTIONS TO BIDDERS

1. Questions:

Bidders must read these specifications carefully. Questions about the specifications shall be submitted in writing via fax, email or U.S. post to the address specified below, **no later than February 7, 2014 4:00 pm**. Needham Public Schools will not respond to questions submitted after that date.

Melane Bisbas
Assistant to the Director of Financial Operations
Needham Public Schools
1330 Highland Avenue
Needham, MA 02492
Telephone (781) 455-0400 Ext. 204
Fax (781) 455-0434
melane_bisbas@needham.k12.ma.us

Bidders also take note that ORAL COMMUNICATIONS ARE NOT BINDING ON THE SCHOOL DEPARTMENT. The School Department will respond to all questions so submitted in writing, and will forward responses to all persons on record as having received the RFP.

2. Downloading Bid Documents from The Town of Needham Bid Website

Bid documents, including addenda, may be downloaded from the Town of Needham bid website, at: <http://www.needhamma.gov/bids.aspx>. Bidders who access bid materials from the Town's website are responsible for acknowledging receipt of these bid materials using the Acknowledgement of Receipt Form found in Appendix K and for checking the website periodically for any addenda that may be issued.

3. Bid Acknowledgement

It is recommended (but not required) that bidders acknowledge receipt of the bid package using the ACKNOWLEDGEMENT OF RECEIPT FORM who access the bid materials from the Town of Needham website found in Appendix K. Bidders who complete and return this acknowledgement will be entered as a bidder of record in the Bid Distribution Register, thereby ensuring that they will receive notification of any addenda or answered questions relating to this bid. Bidders who do not complete and return the acknowledgement Form are responsible for checking the website regularly for any addenda that are issued to this bid.

4. Bid Addenda

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed, faxed or e-mailed to all bidders on record as having received the RFP. Addenda also will be posted to the Town of Needham bid website, at: <http://www.needhamma.gov/bids.aspx>.

5. Pre-Bid Conference/Program Tour

A pre-bid conference will be held on Friday, January 17, 2014 at 9:00 AM at 1330 Highland Avenue, Needham, MA 02492. All potential bidders are invited to attend. Additionally, upon completion of the pre-bid conference, there will be an opportunity to tour the rental spaces at each school.

II. BASIS FOR USE OF COMPETITIVE SEALED PROPOSALS (RFP)

The School Procurement Officer has determined that selecting the most advantageous proposal for the Before School and After School Structured Program for Elementary Students will require comparative judgments of factors in addition to price, including: experience and program content/quality, and the effectiveness/quality of program administration and support.

III. INTRODUCTION AND BACKGROUND

Needham Public Schools is a public school system located in Needham, Massachusetts. Total enrollment for the 2013/14 school year is 5523, including 2559 elementary students. Elementary students attend five neighborhood schools, four of which operate from 8:35-2:35 (Broadmeadow, Eliot, Hillside and Mitchell), and one of which operates from 9:00- 3:00 (Newman). The current elementary enrollment figures by school are: Broadmeadow (585), Eliot (387), Hillside (429), Mitchell (498), and Newman (660).

Currently, four schools operate before school programs and five schools operate after school programs. The before school programs at Broadmeadow, Eliot, Mitchell and Newman run from 7:30 AM to the start of school. The after school programs at Broadmeadow, Eliot, Hillside, Newman and Mitchell run from the close of school to 6:00 PM.

Enrollment varies at each location, based on parent demand, and students may enroll for fewer than five days per week. Currently, at Broadmeadow, enrollment averages 25 students per day for the before school program, and 52 students per day for the after school program. At Eliot, current enrollment averages 18 students per day in the before school program and 45 students in the after school program. At Mitchell, enrollment averages 26 per day for before school and 60 for after school. At Newman, current before school enrollment averages 59 children per day, and after school is 49 children. At Hillside, current after school enrollment averages 30 students per day; currently, there is no before school program option for Hillside students.

IV. SCOPE OF SERVICES & QUALITY REQUIREMENTS

The School Department, acting through its Superintendent, seeks written sealed proposals for the provision of before and after school structured programs for elementary students for the three-year period beginning July 1, 2014 and ending June 30, 2017.

1. MINIMUM CRITERIA

Proposals must meet the following minimum criteria for awarding the contract:

- Lessee is restricted to providing before and after school structured programs to students enrolled in the Needham Public Schools, Grades K-5.
- Before and after school program sites must be offered at Broadmeadow, Eliot, Mitchell and Newman, based on parent demand. An after school program site must be offered at Hillside, based on parent demand.
- The winning bidder will be required to execute and abide by all terms as detailed in the lease agreement included with the RFP, or a lease in substantially similar format.
- Lessee must agree to the minimum rental rate per student hour established by the School Committee. The monthly lease amount at the site for September, October, November, December and January will be calculated based on the **October 1** number of monthly student service hours, multiplied by the minimum rental rate per student hour. The monthly lease amount for February, March, April, May and June will be calculated based on the **February 1** number of monthly student service hours, multiplied by the minimum rental rate per student hour. Note that the rental rate will not be the primary factor for bid award.
- Lessee will bear all administrative costs associated with running the program at the site (i.e. copying, office supplies).
- Lessee will be required to provide semi-annual enrollment reports for each location as of the following dates: October 1 and February 1.
- Lease payments shall be made in quarterly installments: **September 15th**, for months of September – November; **December 1st**, for months of December – January; **February 1st**, for months of February – March; **April 1st**, for months of April – June.
- Proposals must meet the following additional MINIMUM program criteria:

Criteria	Minimum
Licensing	Program Currently Licensed; Licensing can be obtained after the lease is signed. However the contract will not be signed until after the licensing is obtained.
Staff education	O.F.C. certification requirements
Staff experience	Nine months average for ALL staff
Organization experience	Three years
Staff-to-child ratio	1 : 13

Cost per child (weekly fee)	Fee commensurate with service provided
Sliding Fee Scale (based on income) & Acceptance of MA Child Care Vouchers	Allows accessibility for all
Regular Hours of Operation:	Minimum hours of operation:
Newman	7:30am – 9:00am / 3:00pm – 6:00pm (on site)
Mitchell	7:30am – 8:35am / 2:30pm – 6:00pm (on site)
Hillside	2:30pm – 6:00pm (on site)
Eliot	7:30am – 8:35am / 2:30pm – 6:00pm (on site)
Broadmeadow	7:30am – 8:35am / 2:30pm – 6:00pm (on site)
Early Release Days	From close of school through normal closing time
School Vacation Weeks	Open minimum of 4 days/week during the December, February and April vacation weeks. Bidders may consolidate vacation week programming at one or more sites due to low enrollment at individual schools.
Financial Solvency	Program revenues sufficient to cover program expenses.

- During the lease period, if there is a change in parent demand and if space permits, the proposer agrees to work cooperatively with Needham Public Schools to implement a before school program at Hillside.
- If school start/end times change, before/after school program times will be adjusted accordingly. Additionally the proposer agrees to work cooperatively with Needham Public Schools to design and implement any additional fee-based services, such as a breakfast program, that may be required to implement a change in start/end times.
- The attached lease agreement details specific conditions of the lease. The following areas will be available for use at each of the schools, and are detailed in the floor plans/maps provided in the identified appendices:

Broadmeadow: Use of the following spaces from 7:30 am-8:30 am, and from 2:30pm - 6:00pm, Monday through Friday, except as noted:

- Gymnasium (2:30-6:00pm)
- Cafeteria and bathrooms on cafeteria level
- Bathrooms at the end of the second grade wing.
- Rooms: 55,56,60,61,04,35,36 (Used on a rotating basis for homework - 1 hour/day)
- Parking in lot closest to cafeteria; no parking in circular drive between 2:30-3:00pm.
- Playground outside of school.
- Storage of materials in the cafeteria and custodian's area.

Eliot: Use of the following spaces from 7:30 am-8:30 am, and from 2:30pm - 6:00pm, Monday through Friday, except as noted:

- Gymnasium
- Cafeteria and bathrooms just outside the cafeteria
- Media Center
- Room 191 and bathrooms closest to this room
- Parking lot
- Playground outside of school

- Storage of materials in the janitor's closet.

Hillside: Use of the following spaces from 2:30pm - 6:00pm, Monday through Friday:

- Gymnasium
- Cafeteria and bathrooms just outside the cafeteria (non-exclusive use of bathroom)
- Room 14 and bathrooms closest to this room (non-exclusive use of bathroom)
- Parking lot (non-exclusive use)
- Playground outside of school (non-exclusive use)
- Storage of materials in the storage room (non-exclusive use)

Mitchell: Use of the following spaces from 7:30 am-8:30 am, and from 2:30pm - 6:00pm, Monday through Friday, except as noted:

- Gymnasium
- Cafeteria
- Media Center
- Room 8
- Primary wing bathrooms
- Storage room next to cafeteria.
- Parking in Brookline St. parking lot; no parking in circular driveway before 3:00pm
- Playground outside school after 3:00pm on regular school days and after 12:30 on early release days.
- Use of above spaces from 8:00am-6:00pm during school vacation weeks.

Newman: Use of the following spaces from 7:00 am-9:00 am, and from 3:00pm - 6:00pm, Monday through Friday, except as noted:

- Gymnasium, from 3:30-5:30pm
- Cafeteria
- Room 404,
- Office 407, kitchenette & storage room
- First floor music wing bathrooms
- Room 410, storage
- Parking in the parking lots only.; no parking in the driveway or access roads.
- Playground
- Use of all facilities listed above during school vacations, from 8:00am-6:00pm.

- The lease term shall commence on July 1, 2014 and continue through June 30, 2017.
- Needham Public Schools reserves the right to perform a site visit at an existing program operated by a potential bidder. Needham Public Schools reserves the right to perform site visits at any location during the term of this lease.
- Needham Public Schools reserves the right to audit enrollments at any time during the term of the lease, and further requires that the winning bidder provide proof of enrollments upon request.

- No transportation will be provided by Needham Public Schools, without the prior approval of the School Committee. All transportation costs will be borne by the winning bidder. If transportation is provided by the Needham Public Schools, the voted per student fee will be in effect, prorated if travel is one-way.
- Needham School Principals shall have final approval of all the contractors staff working in their buildings.
- Needham Public Schools will conduct a CORI check on all people employed by the Lessor who will work in the program. In addition, all program staff shall submit to a state-mandated fingerprint-based state and national criminal record check.
- Bidders are required to provide one copy of the following general information in their non-price proposals for review:
 - A cover letter describing your organization, articulating your program's prior experience at providing programming of similar type and scope, and explaining your philosophy of before or after school structured programs for elementary school students.
 - A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.
 - A description of how educational, social, parental, and community involvement will be maintained.
 - A plan for financing your program which demonstrates sufficient revenue to cover program expenses. Include a letter of endorsement from any projected funding sources, and a copy of your most recent audited financial statement.
 - A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.
 - A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children, first aid and emergency procedures.
 - A description of your procedures for student enrollment and registration. The program will begin on or about September, 2014.
 - Bidders are asked to provide the number of enrolled children necessary to allow for the opening of another site location.
 - The tuition/fee schedule for the lease term.
 - A sample quarterly enrollment report for each location.
 - A description of your sliding fee schedule.
 - A description of training your staff has received in social/emotional learning programs.
- Bidders also are required to provide the following site-specific information in their non-price proposals for review:
 - A description of the program structure and content.
 - Hours of operation.
 - A description of staff, including program supervision management and support, as well as staff qualification requirements. Note: Individual school principals shall have final approval of staff working within their buildings..
 - Proposed staff-to-child ratios. Also include the maximum number of children that can be accommodated by your program at each school.
 - A description of how your program would transport students, if needed.

2. COMPARATIVE PROGRAM CRITERIA:

Proposals also will be evaluated on the comparative criteria listed below. For each criterion, proposals will be assigned a rating of Highly Advantageous, Advantageous or Not Advantageous. After rating the individual criteria, each proposal will be assigned an overall rating. Proposers may be asked to meet with the Committee during the evaluation process.

Overall Proposal	
Highly Advantageous	The proposal is complete, demonstrates a clear understanding of the scope of services to be performed and how the services would be provided in accordance with the School Department's needs.
Advantageous	The proposal is complete.
Not Advantageous	The proposal is incomplete and/or lacks clear understanding of the scope of services to be performed, or how the services would be provided in accordance with the School Department's needs.

Experience	
Highly Advantageous	The proposer has 10 or more years experience providing after school structured programs for children that are of similar scope and type to that specified in the Request for Proposal. Staff have five or more years experience on average providing structured childcare services.
Advantageous	The proposer has between 4-9 years experience providing after school structured programs for children that are of similar scope and/or type to that specified in the Request for Proposal. Staff have between 2-5 years experience on average providing structured childcare services.
Not Advantageous	The proposer has 3 years experience providing after school structured programs for children that are of similar scope and/or type to that specified in the Request for Proposal. Staff have between 9 months - 1 years experience on average providing structured childcare services.

Program Content and Quality	
Highly Advantageous	The program is extremely well supervised and supported, is uniformly developmentally appropriate for the age group and consistently addresses individual differences and interests. Staff have been trained in social/emotional learning techniques and children receive consistent practice in social/emotional skills in an after school environment. The program promotes social, parental and community involvement and provides a healthy and secure environment for children.
Advantageous	The program is adequately supervised and supported and meets the following characteristics: the program is generally developmentally appropriate for the age group and/or addresses individual differences and interests; staff are generally knowledgeable about social/emotional learning techniques/programs; the program generally prioritizes social,

	parental and community involvement; and/or the program generally provides a healthy and secure environment for children.
Not Advantageous	The program is not well supervised or supported and fails to meet one or more of the following characteristics: the program is generally developmentally appropriate for the age group and/or addresses individual differences and interests; staff are generally knowledgeable about social/emotional learning techniques/programs; the program generally promotes social, parental and community involvement; and/or the program generally provides a healthy and secure environment for children.

Effectiveness and Quality of Program Administration and Support	
Highly Advantageous	The administrative program provides excellent oversight and supervision of the educational program, consistently evaluates the quality and effectiveness of the educational program on an ongoing basis, provides safe, timely and reliable transportation for students (if needed), offers a generous amount scholarships for students and consistently enrolls/registers students on an efficient and accurate basis.
Advantageous	The administrative program provides adequate oversight and supervision of the educational program, and meets the following characteristics: periodically evaluates the quality and effectiveness on an ongoing basis; provides adequate transportation for students (if needed); makes a limited amount of financial assistance available to students; and enrolls/registers students with a minimal amount of errors.
Not Advantageous	The administrative program does a poor or ineffective job of overseeing/supervising the educational program, and fails to meet one or more of the following characteristics: periodically evaluates the quality and effectiveness on an ongoing basis; provides adequate transportation for students (if needed); makes a limited amount of financial assistance available to students; and enrolls/registers students with a minimal amount of errors.

Preference will be given to a bidder whose staff is trained in social/emotional learning programs so that children receive consistent practice of social/emotional skills both during the school day and before and after school.

V. *SELECTION PROCESS*

1. Non-price proposals, which meet the minimum criteria outlined in Section IV, will be further reviewed by the Before School and After School Structured Program for Elementary Students RFP Evaluation Committee. The Committee will consist of the Director of Community Education and designee(s), and

the Director of Financial Operations or designee(s). The Committee will evaluate the non-price proposals without knowledge of price, against the comparative program criteria described in Section IV. The Committee will submit a summary of the non-price proposal evaluation to the School Procurement Officer.

2. Price proposals will be opened by the School Procurement Officer, after the non-price proposal evaluation is completed.
3. The School Procurement Officer, in consultation with the RFP Evaluation Committee, will determine the most advantageous proposal, taking into consideration both the evaluation of technical proposals and the price proposals. The School Procurement Officer will make an award recommendation to the School Committee.
4. The School Committee, in consultation with Town Counsel, Procurement Officer for Real Estate, reserves the right to accept or reject any or all proposals whenever the interest of the Town shall require and award the contract to the responsible organization submitting the highest bid. The bid will be awarded formally following a vote of the School Committee at a regularly scheduled School Committee meeting.
5. The School Committee reserves the right to investigate the financial responsibility of any and all bidders to determine what assurance the owner may have of subsequent service. It further reserves the right to withhold the awarding of any contract under its jurisdiction when the bidder is unable to furnish satisfactory evidence of adequate ability, experience and/or capital to execute the completion of a project in accordance with the prescribed requirements, specifications and conditions of the RFP Documents.

VI. *RULE FOR AWARD / CONTRACT ISSUANCE*

One lease agreement for the provision of Before School and After School Structured Program for Elementary Students specified herein will be awarded to the responsive and responsible bidder providing the most advantageous proposal based on the evaluation criteria and price. The award will be subject to satisfactory reference checks, conducted by the School Department.

The Needham School Committee will award a Lease under this RFP within sixty (60) business days after the opening of the RFPs, conditioned on submission by the successful bidder of evidence that it has sufficient ability, experience and capital to execute and complete the work in accordance with the contract. If requested, the Proposer may be requested to demonstrate financial stability satisfactory to the Town.

The successful bidder must enter into the Lease Agreement prepared by Town Counsel of the Town of Needham (Appendix E), or a lease agreement in substantially similar format.

Should there be a reason why the Lease cannot be awarded within the time frame referenced herein, the time for award may be extended by mutual agreement between the Needham Public Schools (NPS) and the successful bidder.

The School Department reserves the right to reject any and all proposals as determined to be in the best interest of the School Department, and to waive minor informalities.

VII. SUBMISSION REQUIREMENTS

Proposals will be received by the Director of Financial Operations, Needham Public Schools, 1330 Highland Avenue, Needham, MA 02492, until **Friday, February 14, 2014, at 10:00 AM**, at which time and place the non-price proposals will be opened in the presence of one more witnesses. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

Proposals shall be prepared, considered, and the Lease agreement awarded in accordance with Massachusetts General Law (M.G.L.) Chapter 30B.

Bidders may correct, modify or withdraw a proposal by written notice to the Director of Financial Operations, received prior to the time and date set for the bid opening. Non-price proposal modifications must be submitted in a sealed envelope clearly labeled "Non-Price Proposal Modification No.____." Price proposal modifications must be submitted in a sealed envelope clearly labeled "Price Proposal Modification No.____." Each modification must be numbered in sequence, and must reference the original RFP.

After the bid opening, a bidder may not change the price or any other provision of the proposal in a manner prejudicial to the interests of the governmental body or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident to Needham Public Schools on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

Proposals received after the date and time specified shall not be considered.

A proposal must be signed as follows: 1) if a bidder is an individual, by him/her personally; if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

Non-price proposals must be submitted separately from the Price Proposals, on the attached form, in a sealed envelope entitled: "Non-Price Proposal – Rental of Space for a Before School and After School Structured Program for Elementary Students." Price proposals must be submitted in a separate sealed envelope, entitled "Price Proposal – Rental of Space for a Before School and After School Structured Program for Elementary Students." ***NOTE: INCLUSION OF ANY PRICE INFORMATION IN THE NON-PRICE PROPOSAL, OR ANY COPY THEREOF, SHALL BE THE CAUSE FOR REJECTION OF THE ENTIRE PROPOSAL, WITHOUT EXCEPTIONS.*** The School Department will not be responsible for the premature opening of any proposal that is not properly marked. The School Department may reject any proposal that is incomplete, not properly endorsed or signed, or which otherwise are contrary to these instructions.

A complete proposal will include the following items, in the designated quantity, completed in full and appropriately signed.

Non-Price Proposals:

<i>Document</i>	<i>Quantity</i>
Non-Price Proposal Form (Appendix A), with attachments. A table of contents should be included to easily identify where the requested material can be found.	One Original + 3 Copies
A completed Certificate of Compliance with Massachusetts Tax Laws & Non-Collusion (Appendix C)	One Original + 3 Copies
A completed Certificate of Corporate Vote (Appendix D)	One Original + 3 Copies

Price Proposals:

<i>Document</i>	<i>Quantity</i>
Price Proposal Form (Appendix B), signed.	One Original

The School Committee of Needham reserves the right to reject in whole or in part any and all bids, if the Committee determines that cancellation or rejection serves the best interests of the District.

All non-price and price proposals submitted in response to the RFP are to remain in effect and firm for a) at least sixty (60) days following the bid opening, b) a contract is executed, or c) this RFP is cancelled, whichever occurs first.

APPENDIX A
NON-PRICE PROPOSAL FORM
Before School and After School Structured Program for Elementary Students

This form should be completed and signed by the individual who is authorized to negotiate for and contractually bind the Proposer.

BIDDER IDENTIFYING INFORMATION:

Company Name: _____
 Main Office Address: _____
 Official Mailing Address: _____
 Contact Person: _____
 Telephone Number: _____ Fax Number: _____
 E-Mail Address: _____

The named organizational entity submitting this Proposal is (check one):

Proprietorship ☐

Partnership ☐

Corporation ☐

OPERATIONS MANAGER IDENTIFYING INFORMATION:

Project Manager Name: _____
 Main Office Address: _____
 Official Mailing Address: _____
 Contact Person: _____
 Telephone Number: _____ Fax Number: _____
 E-Mail Address: _____

MINIMUM CRITERIA:

Please indicate whether the proposal meets the following minimum criteria:

Criteria	Yes	No
The program serves only students enrolled in Needham Public Schools in Grades K-5.		
Space will be used only for before school or after school student programs.		
Before and after school programs will be offered at Broadmeadow, Eliot, Mitchell and Newman Elementary Schools. An after school program will be offered at Hillside.		
The proposal will comply with the minimum rental rate per student hour established by the School Committee.		
The proposer will bear all administrative costs associated with running the program.		
If selected, the proposer will execute and abide by all terms detailed in the lease agreement included with the RFP, or a lease in substantially the same form.		
Semi-annual enrollment reports will be provided for each location.		
If there is a change in parent demand and if space permits, the proposer agrees to work		

cooperatively with Needham Public Schools to implement a before school program at Hillside.		
If school start/end times change, before/after school program times will be adjusted accordingly. Additionally the proposer agrees to work cooperatively with Needham Public Schools to design and implement any additional fee-based services, such as a breakfast program, that may be required to implement the change in start/end times.		
No transportation will be provided by Needham Public Schools, without the prior approval of the School Committee. All transportation costs will be borne by the winning bidder. If transportation is provided by the Needham Public Schools, the voted per student fee will be in effect, prorated if travel is one-way.		
Licensing – Program Currently Licensed or will be licensed before the contract is signed.		
Staff education – O.F.C. certification requirements met		
Staff experience – Nine months average required for ALL staff met		
Organization experience – Three years minimum		
Staff-to-child ratio – 1 : 13 minimum		
Cost per child (weekly fee) – Fee commensurate with service provided		
Sliding Fee Scale (based on income) & Acceptance of MA Child Care Vouchers – Allows accessibility for all		
Regular Hours of Operation & Program Location:		
Broadmeadow School: 7:30am – 8:35am / 2:30pm – 6:00 pm (onsite)		
Eliot School: 7:30am – 8:35am / 2:30pm – 6:00 pm (onsite)		
Hillside School: 2:30pm – 6:00 pm (onsite)		
Mitchell School: 7:30am – 8:35am / 2:30pm – 6:00 pm (onsite)		
Newman School: 7:30am – 9:00am / 3:00pm – 6:00 pm (onsite)		
Early Release Days - From end of school through normal closing time		
School Vacation Weeks – Open minimum of 4 days/week during the December, February and April vacation weeks. Bidders may consolidate vacation week programming at one or more sites due to low enrollment at individual schools.		
Financial Solvency – Program revenues sufficient to cover program expenses.		
The Lessee will purchase and maintain a general liability insurance policy in the amount of one million dollars (\$1,000,000) per person and two million dollars (\$2,000,000) per occurrence, annually, during the lease period. The Lessee shall file its Certificate of Insurance with the Director of Financial Operations, annually.		
Lessee agrees to indemnify the School Committee and the Town of Needham and hold them harmless from any and all costs of defending any action arising from this bid or this lease.		

GENERAL PROGRAM INFORMATION:

The RFP requires the following general program information to be included in your RFP response. Please attach the information to this form, and confirm below. This general information should be applicable to all individual program sites.

Documentation Attached?	Yes	No
A cover letter describing your organization, articulating your program's prior experience at providing programs of similar scope and type and explaining your philosophy of before or after school structured programs for elementary school students.		
A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.		
A description of how educational, social, parental, and community involvement will be maintained.		
A plan for financing your program, which demonstrates sufficient revenue to cover program expenses. Include a letter of endorsement from any projected funding sources, and a copy of your most recent audited financial statement.		
A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.		
A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children, first aid and emergency procedures.		
A description of your procedures for student enrollment and registration. The program will begin on or about September, 2014.		
Provide the number of enrolled children necessary to allow for the opening of another site location.		
The tuition/fee schedule for the lease term.		
A sample quarterly enrollment report for each location.		
A description of your sliding fee schedule.		
A description of training your staff has received in social/emotional learning programs.		
Any additional information, which describes your program, that is applicable to this RFP		

SITE-SPECIFIC PROGRAM INFORMATION:

The RFP requires the following site-specific information to be included in your RFP response. Please attach the information to this form, and confirm below. Make sure to identify the individual sites.

Documentation Attached?	Yes	No
A description of the program structure and content.		
Hours of operation.		
A description of staff, including program supervision management and support, as well as staff qualification requirements.		
Proposed staff-to-child ratios. Also include the maximum number of children that can be accommodated by your program at each school.		
A description of how your program would transport students, if needed.		

REFERENCES:

Please attach three current, signed and dated references, which attest to quality of your program and your ability to meet the scope of services in Section IV. Needham Public Schools reserves the right to contact any and all references provided.

OTHER INFORMATION:

Please describe any other relevant information, for the purpose of assessing your qualifications:

Attach additional sheets as needed to describe other relevant information.

SIGNATURE/ ACKNOWLEDGEMENT:

This section must be signed by an individual with the authority to commit the bidding entity to a binding agreement. If the Bidder is an individual, this section must be signed by the Bidder, personally. If a partnership, the Proposal must be signed by the name of the partnership, followed by the signature of each partner. If a corporation, the Proposal must be signed by an authorized officer, whose signature shall be attested by the Secretary of the Corporation and the Corporate Seal affixed.

The undersigned assures that this proposal, as presented in its entirety, is made in good faith, without fraud, collusion, or connection of any kind with any other bidder for the same work. Additionally, the undersigned assures that he/she has informed himself/herself fully of the information presented in Sections I-VII to this RFP, and he/she has made his own examinations and estimates and from them makes this Proposal.

The undersigned also understands that the School Committee reserves the right to waive any informalities in, to reject any and all bids, or any part thereof, and/or accept any bid or part thereof, or to select a bidder whose bid is not the lowest, which it considers to be in the best interests of the Needham Public Schools and the Town of Needham.

With the above understanding, the undersigned proposes to furnish the consultant services described in this proposal, and to comply in all respects with said specifications. In addition, the undersigned agrees, that, if awarded this contract, he/she will execute a lease agreement within sixty business days, after presentation by the awarding authority, in accordance with the terms of this RFP.

Signature of Bidder *: _____

Name of Bidder: _____

Title of Bidder: _____

Date: _____

* If a partnership, additional partners should sign below:

Signature: _____ Signature: _____

Name: _____ Name: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

Name: _____ Name: _____

Date: _____ Date: _____

If a corporation, please attach:
a completed Certificate of Corporate Vote, with Corporate Seal affixed, and
a completed Certificate of Foreign Corporation (if applicable.)

APPENDIX B
PRICE PROPOSAL FORM
PROVISION OF BEFORE AND AFTER SCHOOL
STRUCTURED PROGRAMS FOR ELEMENTARY STUDENTS

The undersigned proposes to furnish before/after school structured program services for elementary students in accordance with the Scope of Services of this RFP. This form must be signed by the individual authorized to negotiate for and commit the Proposer to a binding agreement. The proposed rental rate per student hour indicated on this form must meet or exceed the school committee's minimum rental rate per student hour, shall be construed to cover all costs incurred by the Contractor in the performance of this contract. All prices are to be indicated in ink (or typewritten), and written in both longhand and numerals. If there appears to be discrepancy between these figures, the price indicated in longhand shall prevail.

Company Name: _____

PRICE PROPOSAL:

SCHOOL	School Committee Minimum Rental Rate Per Student Hour	Proposed Rental Rate Per Student Hour (A)	Estimated Student Hours Per Month * (B)	x 10 Months	Total Bid Price By Site (A x B x 10)
Broadmeadow	\$0.38		3780	x 10 Months	
Eliot	\$0.38		2670	x 10 Months	
Hillside	\$0.45		2215	x 10 Months	
Mitchell	\$0.38		4380	x 10 Months	
Newman	\$0.38		5170	x 10 Months	
		Total Estimate Annual Rental Payments			
			Multiplied by Three Years		x 3 Years
BID AWARD AMOUNT – Total Three-Year Estimated Rental Payment					

Total Three-year Estimated Rental Payment in Longhand: _____

* The actual number of student hours per month may increase or decrease from the estimated amount. The actual rental payment will be based on the actual number of student hours, multiplied by the Proposed Rental Rate Per Student Hour specified above. The Proposed Rental Rate Per Student Hour will remain fixed for the entire lease period.

Signature of Bidder *: _____

Name of Bidder: _____

Title of Bidder: _____

Date: _____

* If a partnership, additional partners should sign below:

Signature: _____ Signature: _____

Name: _____ Name: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

Name: _____ Name: _____

Date: _____ Date: _____

APPENDIX C
CERTIFICATES OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS & NON-COLLUSION

I. Certificate of Compliance with Massachusetts Tax Laws:

Pursuant to Mass. Gen. L. Ch. 62C, Sec. 49, I certify under the pains and penalties of perjury that the **CONTRACTOR**, to my best knowledge and belief, has filed all state tax returns and paid all state taxes required under the laws of the Commonwealth of Massachusetts.

Social Security Number or
Federal Identification Number

Signature of Individual
or Corporate Name

BY: _____
Corporate Officer (if applicable)

II. Certificate of Non-Collusion:

Massachusetts General Law, Chapter 701 of the Acts of 1983 requires that bidders certify as follows:

The undersigned certifies under the pains and penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Submitting Bid

Print name of Person Signing Bid

Name of Business or Entity

Date Signed

**APPENDIX D
CERTIFICATE OF CORPORATE VOTE**

At a duly authorized meeting of the Board of Directors of _____.
(Name of Corporation)

held on _____(1), at which all the Directors were present or waived notice, it was voted
(Date)

that _____ of this corporation, be it he or she, hereby
is
(Name of Officer Authorized to Sign for Corporation)

authorized to execute bid documents, contracts and bonds in the name _____
(Corporate Office)

and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid document
or contract or obligation in this corporation's name on its behalf under seal of the corporation, shall be valid
and binding upon this corporation.

ATTEST: _____
(Clerk or Secretary)

Place of Business:

I hereby certify that I am the clerk/secretary of the _____ and that
(Name of Corporation)

_____ is the duly elected
(Name of Officer Authorized to Sign for Corporation)

_____ of said corporation, and that the above vote has not
(Corporate Office)

been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST: _____ Date _____(2)
(Clerk or Secretary)

- (1) This date must be on or before the date of the Contract
- (2) This date must be on or before the date of the Contract

APPENDIX E

LEASE OF SPACE AT THE _____ ELEMENTARY SCHOOL BETWEEN THE TOWN OF NEEDHAM And _____

The Town of Needham, acting through its Board of Selectmen, (hereinafter referred to as the TOWN), enters into this lease with _____, (hereinafter referred to as LESSEE).

The TOWN shall lease space to the LESSEE at the _____ School, which is in Needham, Massachusetts, for the purpose of running a before/after school structured program for elementary school students, according to the terms specified below.

I. SERVICES PROVIDED BY THE NEEDHAM PUBLIC SCHOOLS

- A. The Needham School Committee agrees to provide the following spaces (identified on Exhibit A) to the LESSEE at the _____ School, subject to any and all of the following restrictions:

Use of the following facilities 7:00 am to _____ am, Monday through Friday, except as noted.

- 1) _____

- B. Utility, maintenance and custodial services provided by the Needham Public Schools

- 1) Heat, light and other utility services, but no telephone service.
- 2) Regular maintenance and custodial services.

- C. LESSEE agrees to respectful use of the buildings; Needham Public School's expectation is that there will be no vandalism to property and bidder will provide that cleanup of extraordinary messes.

II. The LESSEE shall only use these leased facilities for the purpose of providing before and after-school structured programs for elementary school students.

III. LESSEE agrees that:

- A. LESSEE will not interfere with the Needham School Department's use of the premises.
- B. The LESSEE shall supervise children who are attending its program on the Premises at all times, and LESSEE shall ensure that all such children are orderly when moving between areas leased to LESSEE.
- C. LESSEE will ensure that children will not be allowed to wander throughout the building and food will be allowed only in assigned areas.

APPENDIX E LEASE OF SPACE

- D. LESSEE shall comply with all applicable federal, state and local laws, regulations and ordinances, including without limitation, applicable licensing requirements.
- E. LESSEE shall not assign this lease or sublet the whole or any part of the leased premises.
- F. LESSEE shall meet or exceed all criteria listed in the November 2013 Request for Proposal during the entire lease term (see below).

IV. LEASE TERM

- A. The lease term shall commence on July 1, 2014, and continue through June 30, 2017.
- B. It is the intent of the Needham School Committee to allow LESSEE to remain in the _____ School Building until the termination of this lease, unless any of the following conditions arise:
 - 1) the Building, or a portion thereof, is taken by eminent domain;
 - 2) the Building, or a portion thereof, is damaged or destroyed by an act of God;
 - 3) mandated changes in law or regulation make it impossible to continue the lease agreement;
 - 4) the Building, or portion thereof, is determined by a majority of the Needham School Committee to be necessary to meet its educational responsibilities as defined in Mass. Gen. L. ch. 71; or
 - 5) the LESSEE is in breach of the lease as referred to in Article X of this Agreement.

V. QUIET ENJOYMENT

- A. The TOWN hereby warrants and covenants that the LESSEE shall have peaceful and quiet use and possession of the Premises without hindrance or interruption on the part of the TOWN, or by any other person(s) for whose actions the TOWN is legally responsible, or by any person claiming by, through or under TOWN, except as herein provided.
- B. The TOWN reserves the right for itself and its agents to enter the Premises and the Building or any parts thereof at any time to make inspections, alterations, or additions in or to the Premises or the Building in connection with the planned renovation of the Premises and Building. The TOWN shall give LESSEE notice of such inspections, alterations and additions as soon as the TOWN has such information and in no event shall LESSEE be given less than twenty-four (24) hours notice. Notwithstanding the above, the TOWN may enter the Premises at any hour and without twenty-four (24) hour notice in the case of emergency affecting the Premises or Building.

APPENDIX E LEASE OF SPACE

- C. The exercise of these reserved rights by the TOWN shall not be deemed an eviction or disturbance of the LESSEE'S use and possession of the premises, nor a ground for abatement of any rent due hereunder, and it shall never render the Town liable in any manner to the LESSEE or any other person.

VI. RENT

- A. The rent for the period July 1, 2014, to June 30, 2017, shall be paid in four installments on the dates and amounts specified below. The Town of Needham shall not render invoices for the lease payments. The lease payments shall be calculated as follows:

Lease Payment Due Date	Lease Payment Amount
September 15	Total monthly student hours as of September 1, multiplied by three months (Sept – Nov), times contract rental rate of \$____/per student hour.
December 1	Total monthly student hours as of December 1, multiplied by two months (Dec – Jan), times contract rental rate of \$____/per student hour.
February 1	Total monthly student hours as of February 1, multiplied by two months (Feb – March), times contract rental rate of \$____/per student hour.
April 1	Total monthly student hours as of April 1, multiplied by three months (Apr – June), times contract rental rate of \$____/per student hour.
Total student enrollments are to be reported by Lessee per bid specifications. A student hour is defined as each full or partial hour a student is enrolled in the program.	

- B. Failure to make any payment within ten days after it is due shall be considered a violation of this lease.

VII. INSURANCE

- A. LESSEE agrees to purchase and maintain a general liability insurance policy in the amount of one million dollars (\$1,000,000) per person and three million dollars (\$2,000,000) per occurrence, annually during the lease period.
- B. LESSEE agrees to indemnify the School Committee and the TOWN of Needham and hold them harmless from any and all costs of defending any action arising from this lease.
- C. At the time of execution of this lease, the LESSEE shall file its Certificate of Insurance with the Director of Financial Operations and said certificate shall become Exhibit B of this lease.

**APPENDIX E
LEASE OF SPACE**

VIII. ASSUMPTION OF LOSS AND LIABILITY

- A. LESSEE agrees that it shall pay for all labor performed or furnished, all materials used or employed in the performance of work by LESSEE under this lease, and all rent or hire of equipment employed by LESSEE in its work.
- B. During the term of the lease, the LESSEE'S relationship to the TOWN shall be that of an independent organization. LESSEE shall have no capacity to involve or bind the TOWN in any contract nor to incur any liability on the part of the TOWN.
- C. LESSEE shall be responsible for any and all damages caused by clients, staff and/or visitors of the leased premises and contents, including acts of vandalism.

IX. ALTERATIONS AND RENOVATIONS

Any renovation or alteration to the building by LESSEE must be submitted to the Director of Facilities and approved in advance in writing. The cost of any renovation or alteration will be at the expense of LESSEE. Upon termination of this lease, the building must be restored to its original condition by LESSEE.

X. REMEDIES OF THE SCHOOL COMMITTEE

LESSEE agrees that if the TOWN at any time determines that the LESSEE has violated any of the provisions of this lease, the TOWN shall terminate the lease upon thirty (30) days notice to the LESSEE of such violation. The decision of the TOWN shall be final.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this and three (3) duplicates, on this _____ day of _____, _____.

APPROVED BY: NEEDHAM SCHOOL COMMITTEE,

[Name], Chairperson

[Name], Member

[Name], Vice Chairperson

[Name], Member

**APPENDIX E
LEASE OF SPACE**

[Name], Member

[Name], Member

[Name], Member

LESSEE

Individual or Corporate Name

BY: _____

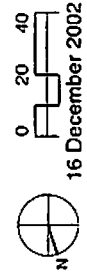
This is to certify that this procurement was made on behalf of the Town of Needham in accordance with the requirements of Mass. Gen. L. ch. 30B.

Procurement Officer: _____ Date: _____

APPROVED AS TO FORM:

David S. Tobin, Esq., Town Counsel
Town of Needham

Dated: _____



16 December 2002
DuNisco Design Partnership
Limited

BE SURE TO VISIT THESE ROOMS:

MEDIA CENTER - RM. 158

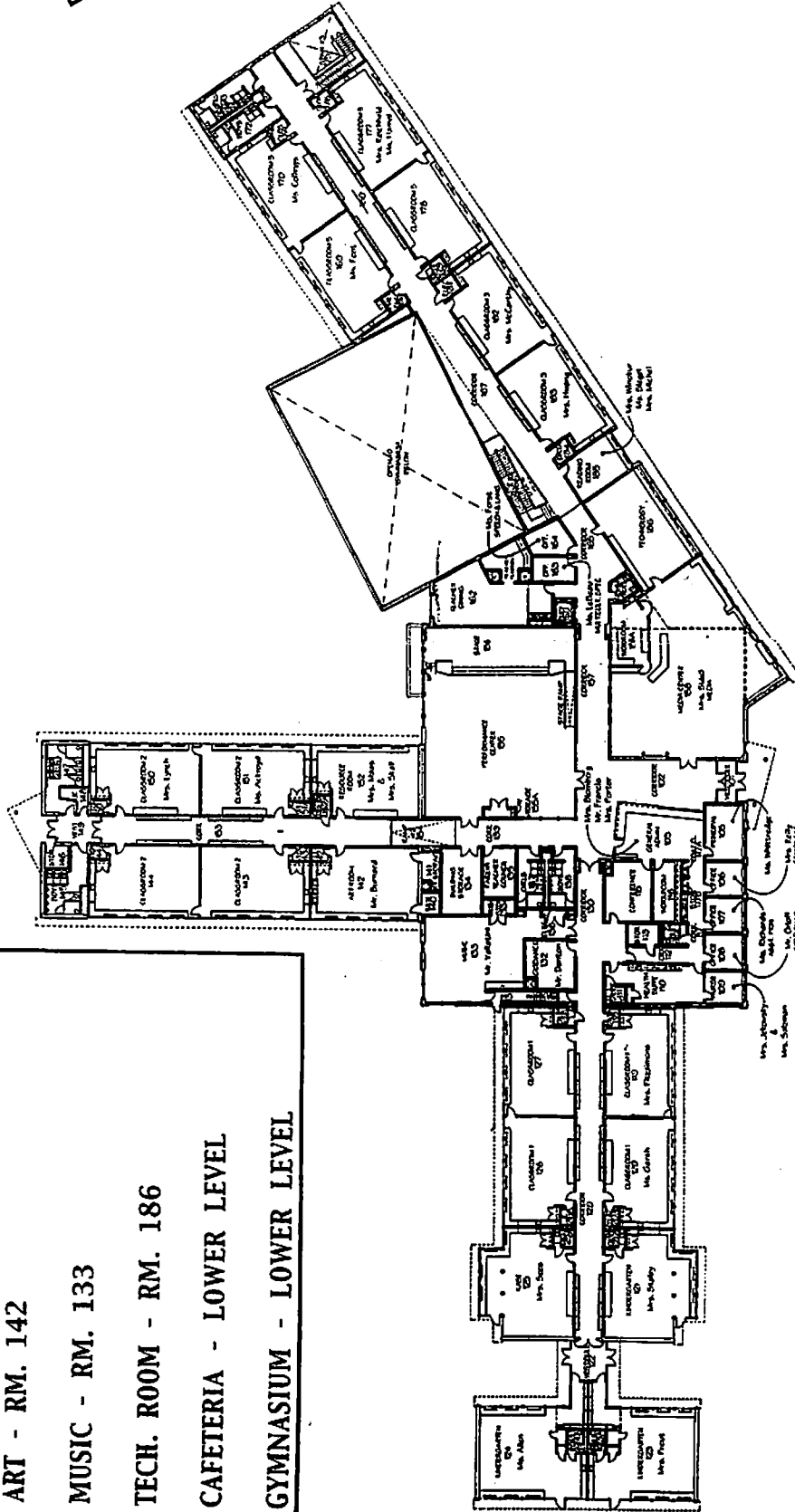
ART - RM. 142

MUSIC - RM. 133

TECH. ROOM - RM. 186

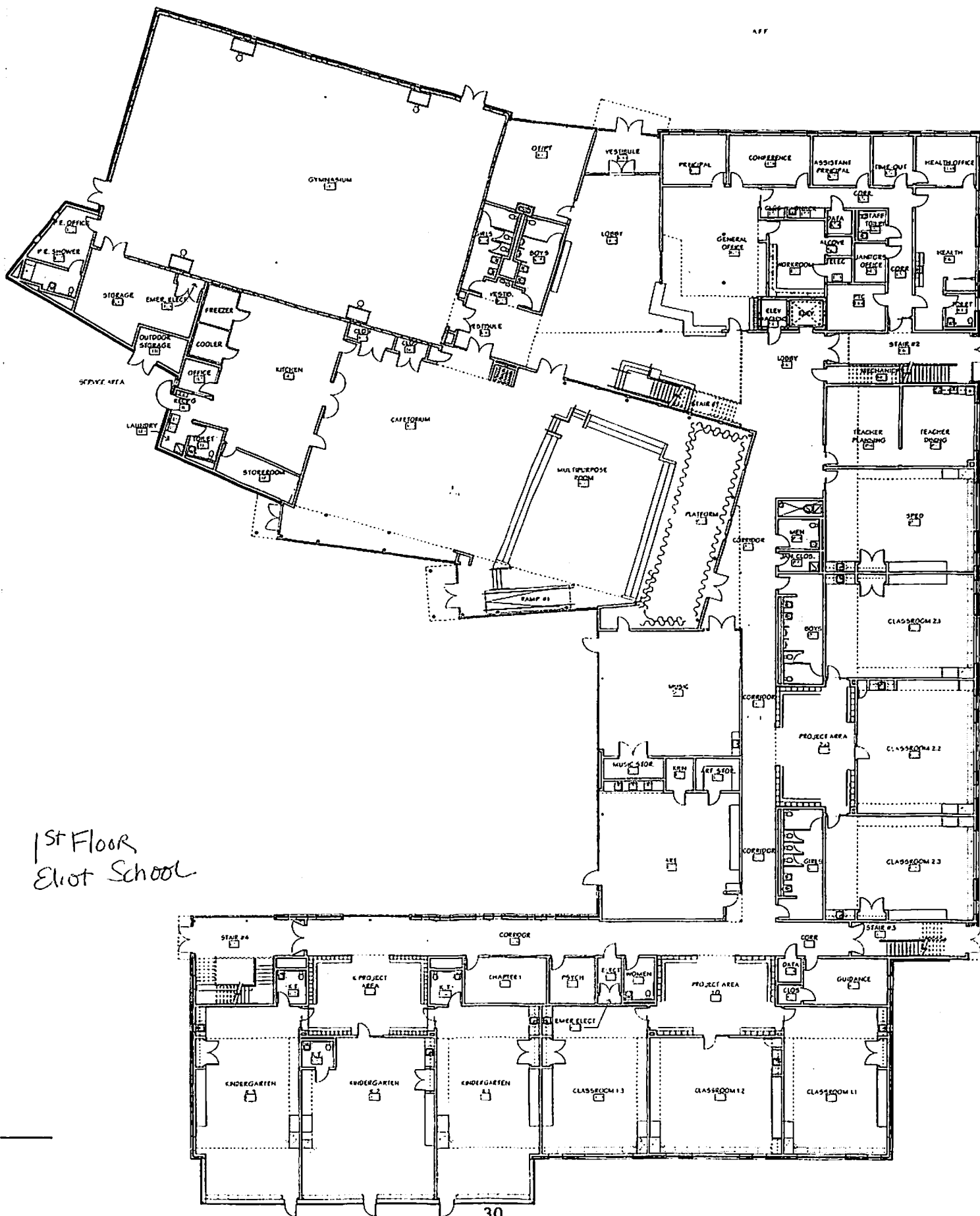
CAFETERIA - LOWER LEVEL

GYMNASIUM - LOWER LEVEL



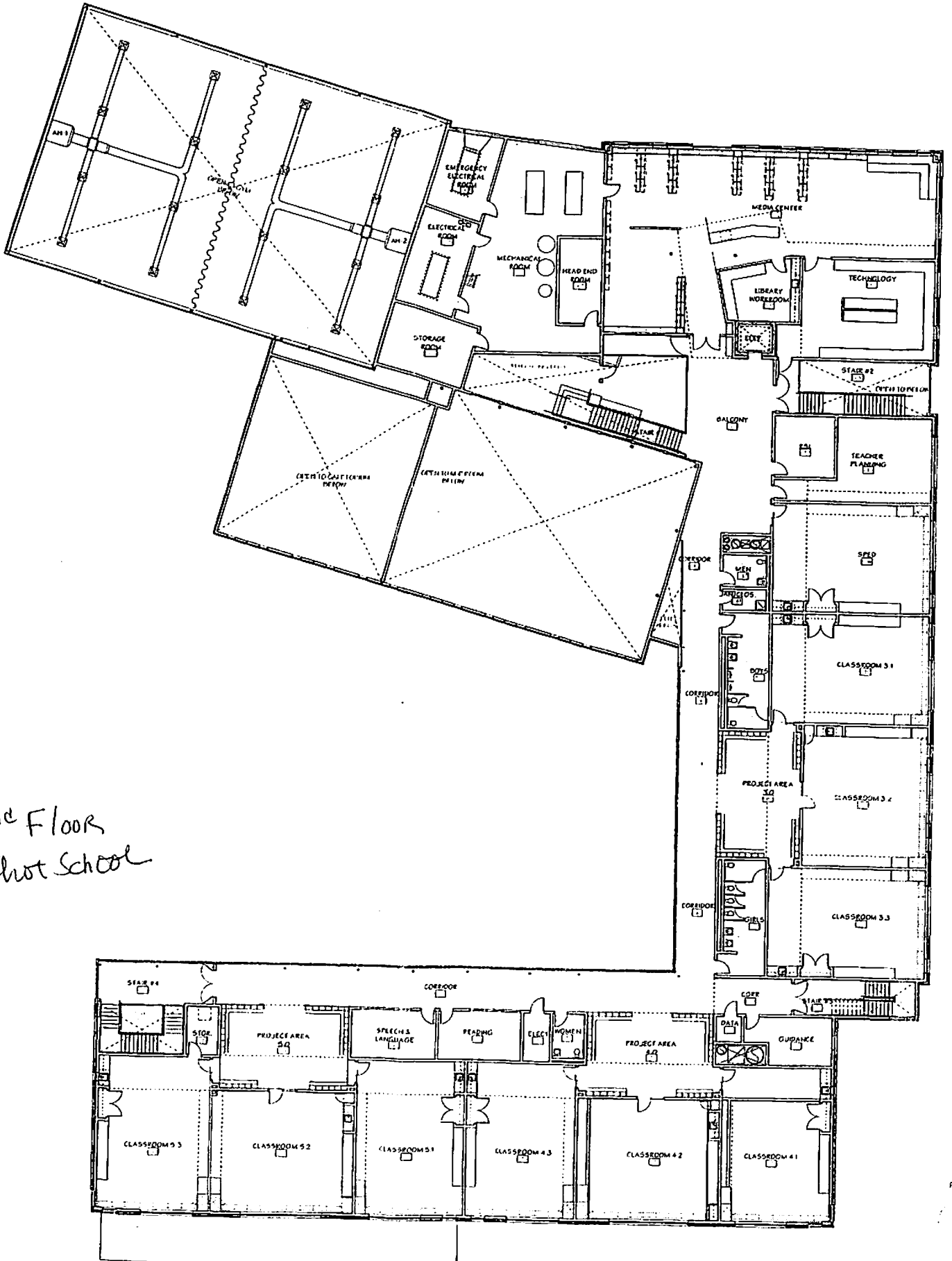
[illegible]DiNisco Design Partnership
Limited

A F F

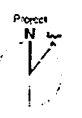


1st Floor,
Eliot School.

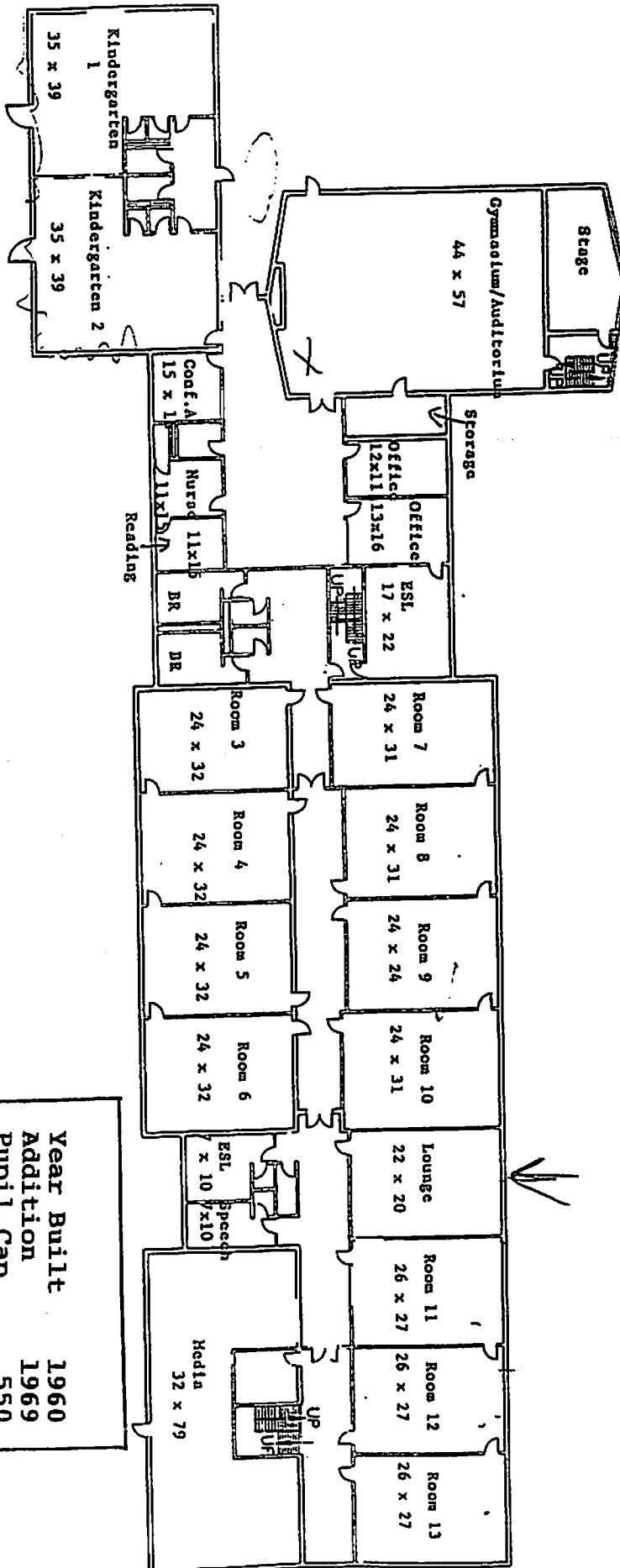
Appendix G
Eliot Floor Plan Page 2



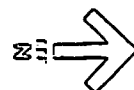
2nd Floor
Eliot School



Appendix H
Hillside Floor Plan



HILLSIDE SCHOOL
28 Glen Gary Road
Needham, MA 02194
617-455-0461



Reopened 6/15/90

Year Built 1960
Addition 1969
Pupil Cap. 550
Floor Area 31,660
Land Acreage 24.61

Closed 1/26/90 - Students
moved to H/S-pollard/HR/Broad

UNIVERSAL ENGINEERING CORPORATION
100 BOYLSTON STREET
BOSTON, MASSACHUSETTS

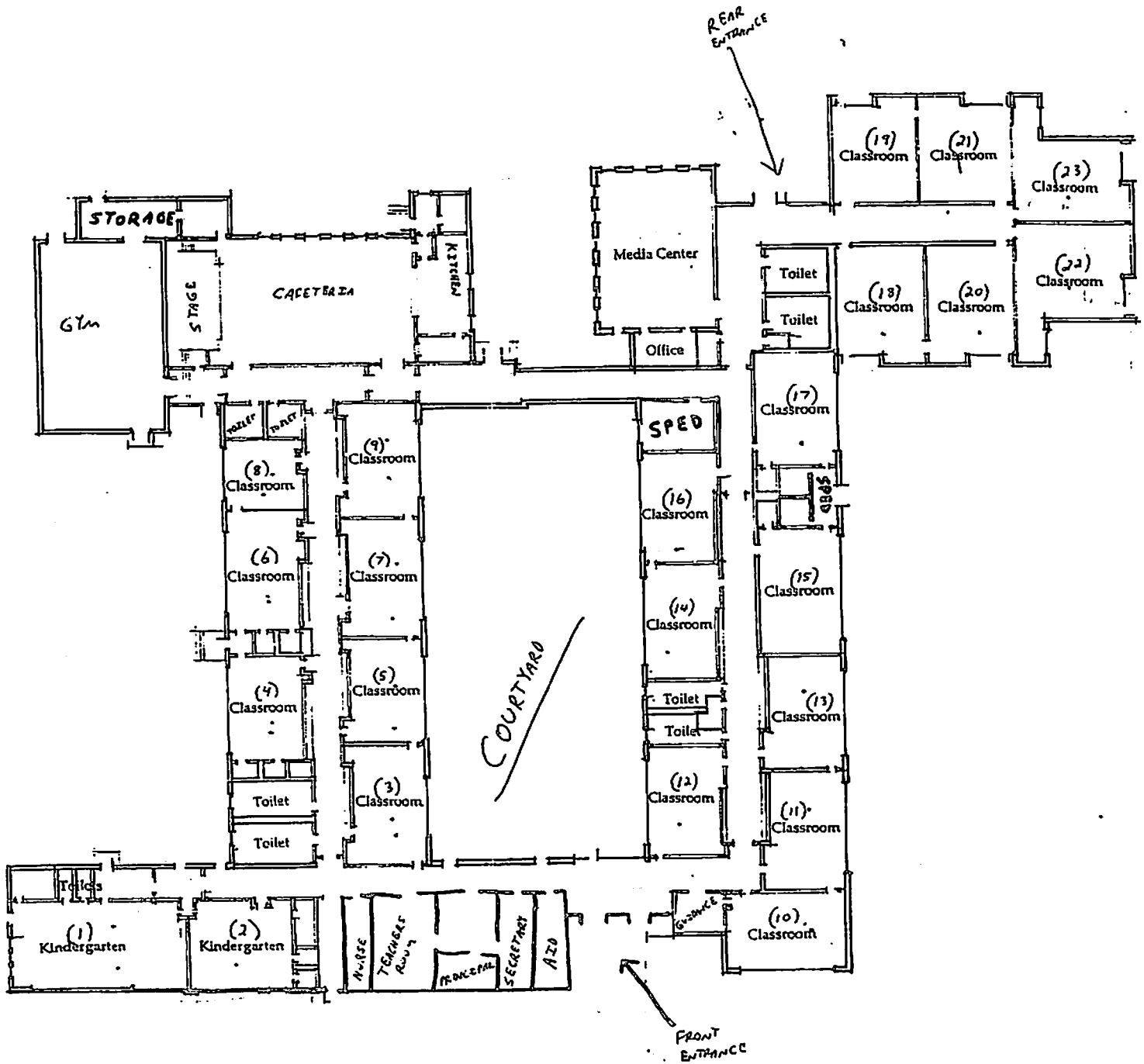
AGENCY: NEEDHAM, MA
BLDG: HILLSIDE SCHOOL
DVG. TITLE: UPPER FLOOR PLAN
DATE: 5/19/88
BY: C. JEAVER

Appendix I
Mitchell Floor Plan

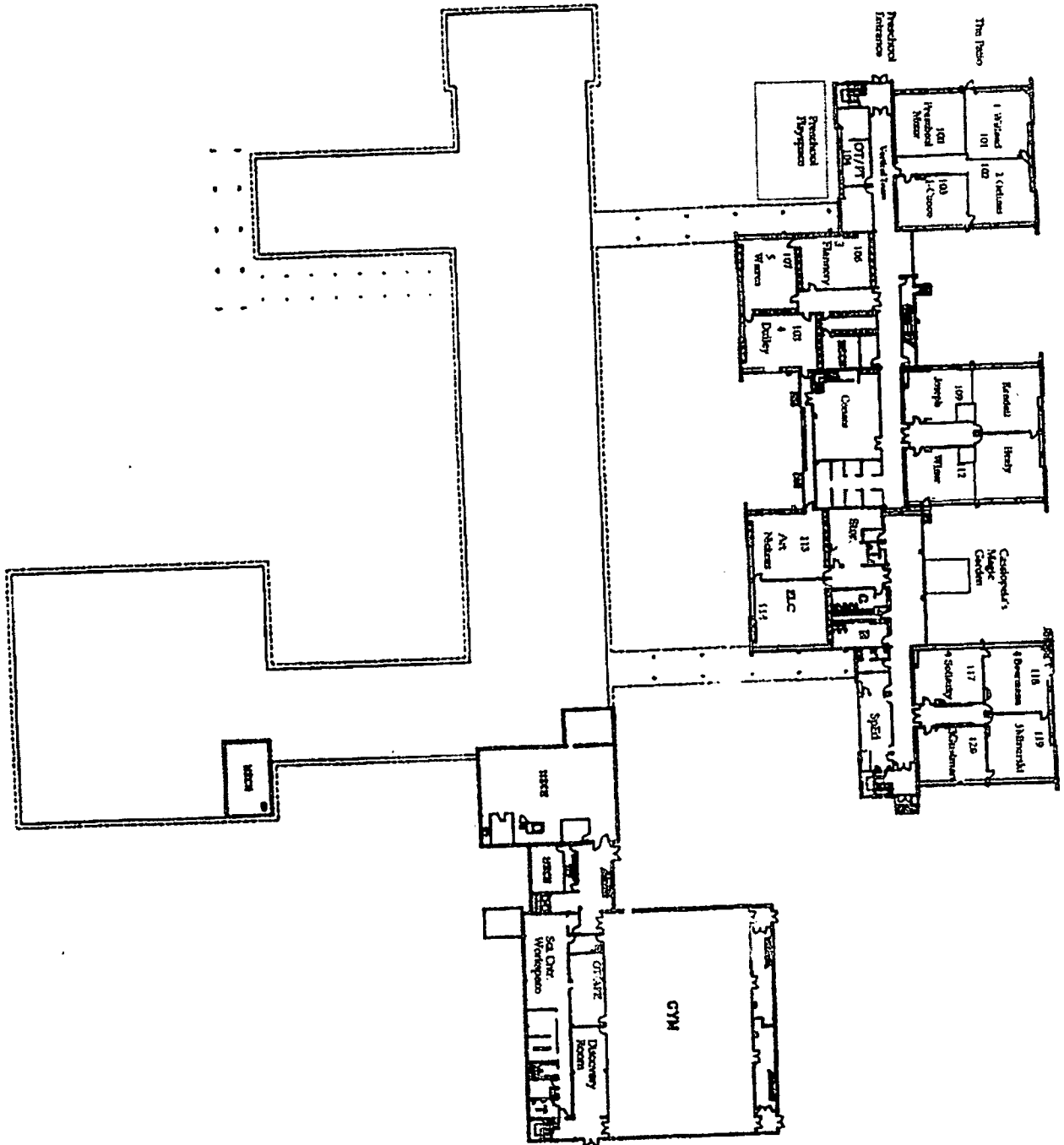
MITCHELL ELEMENTARY SCHOOL

187 Brookline Ave
Needham, MA 02192

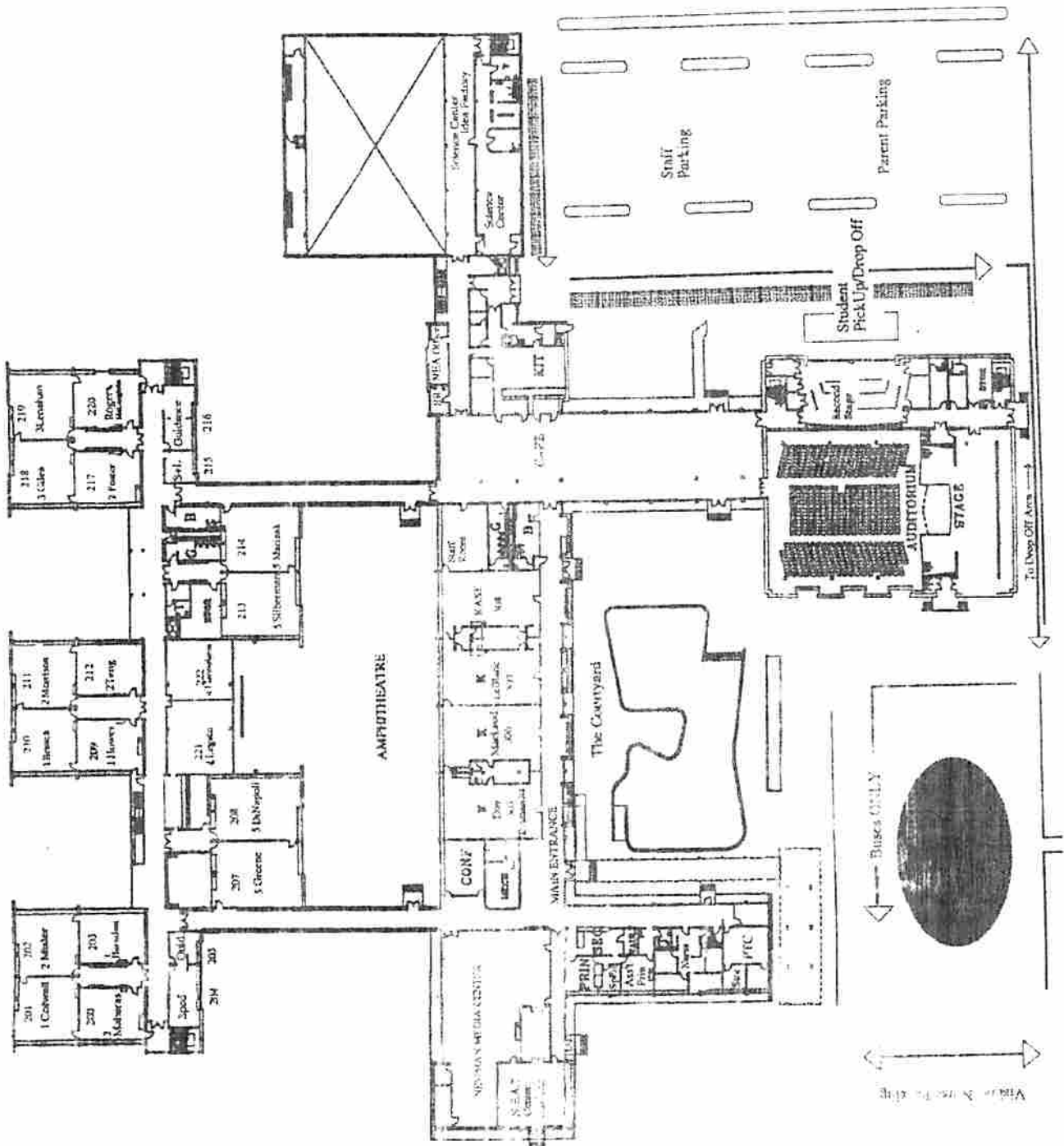
617-455-0466



Appendix J
 Newman Floor Plan Page 1
Newman School Map - Lower Level



Appendix J
 Newman Floor Plan Page 2
 Newman School Map - Upper Level



**APPENDIX K
ACKNOWLEDGEMENT OF RECEIPT FORM**

Release Date	Friday, January 10, 2014 8:00AM
Bid Title	Before School and After School Structured Program for Elementary Students
Bid Number	14SCH201G
Number of Bid Documents	RFP Document (1)
Pre-Bid Conference	Friday, January 17, 2014 9:00 AM
Questions Due	Friday, February 7, 2014 4:00 PM
Bids are Due	Friday, February 14, 2014 10:00 AM
<p>It is recommended that bidders who access the bid materials from the Town of Needham website complete this acknowledgment and return via fax to the School Department at 781-455-0434, by mail, or by pdf email to melane_bisbas@needham.k12.ma.us. Bidders who complete and return this acknowledgment will be entered as a bidder of record in the bid distribution register, thereby insuring they will receive notification of any addenda or answered questions relating to this bid. Bidders who do not complete and return the Acknowledgement Form are responsible for checking the website regularly for any addenda that are issued to this bid.</p>	
Name of Company or Individual (Print)	
Name/Title of Contact (Print)	
Address (Line 1) Print	
Address (Line 2) Print	
Telephone Number	
Fax Number	
E-mail Address (Print)	
Signature	
Date	